### C&IT HELP DESK SERVICE CENTER – ONLY

# ACCESS REQUEST FORM

## This form is to be filled out by applicant or supervisor/manager. All information is required.

##### The person authorizing the access must submit this form. Attach this document to the Cherwell Service Request System <https://tech.wayne.edu/enterpriseapps/access> and submit for processing to: ISO & Compliance Identity & Access Management Office

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name & Title | | | AccessID |
|  | | |  |
| School/College/Division | | Department/Campus Phone | |
| Computing & Information Technology | | Help Desk | |
| E-mail Address (if not  same as AccessID) |  | | |

**Type YES, if this is a NEW BANNER account or a CHANGE to an existing account.**

|  |  |
| --- | --- |
|  | Create **NEW** Banner Account |
|  | Change EXISTING Banner Account and **ADD Access** to Account |
|  | Change EXISTING Banner Account and **REPLACE Access** with this Profile Request |

# Type YES to indicate database(s) for which access is needed. NOTE: Most Banner System users will only get PROD access.

|  |  |
| --- | --- |
| **X** | **PROD** – Production (Access for most Banner System users) |
| **X** | PPRD – Pre-Production (C&IT/Developers & designated users performing system testing) |

**NOTE:**  **The e-mail message requesting Banner System access must be sent from the e-mail account of the**

**authorized management whose name is entered below or their Business Manager.**

|  |  |
| --- | --- |
| **Authorizer’s Full Name & Title** | **WSU AccessID E-MAIL ADDRESS** |
| Melissa Crabtree, SrDir, Desktop Tech&Cust Svc, C&IT Desk Tech  Jim Kafantaris, Director, IT Service Center (HelpDesk)  Warren Doucet, SrDir, Bus Affairs, Administrative and Finance | [Eb3969@wayne.edu](mailto:Eb3969@wayne.edu)  [Cb0531@wayne.edu](mailto:Cb0531@wayne.edu)  [Bv4525@wayne.edu](mailto:Bv4525@wayne.edu) |

# ACCESS REQUEST FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADD** | **POSITION/*BANNER PROFILE*** | **ORGN CODES** | **COGNOS** | **XTENDER GROUPS** |
|  | **DIRECTOR**  ***PROFILE: (HDDIRECTOR)***  FMS  ~PURSCDAPPVR  ~FMS\_INQ  ~FAR\_INQ  ~BAN\_CIT\_HELPDESK\_ANALYSTS  ~BAN\_WSULDAP\_INTERFACE  ~BAN\_WSUGEN\_GOATPAC\_M  HRMS  ~ DEPARTMENT  ~ TIME  STU  ~VIEWALL | 25G32 - 25G32  25G33 - 25G33  25G381 - 25G381  25G382 - 25G382  H2502 - H25025  H25023 - H25023  H2520 - H25208  H25203 - H25203  H25204 - H25204  H25208 - H25208 | CIT\_HELPDESK  HR-HUMAN RESOURCES- C\_HR\_VREP\_SCR  FIN-FINANCE- C\_FIN\_VREP\_SCR  C\_FIN\_VREP\_SCR\_BUS\_MGRS  STU-STUDENT- C\_STU\_VREP\_SCR  WSU WORKSPACE GROUP | ***FINANCE QUERY/PURSCDAPPVR***  B-F-DOCS-PRINT  B-F-DOCS-  QRY-PO AND AMEND  B-F-DOCS-QRY-REQ  B-F-DOCS-QRY-REQ SUPP DOCS  W-F-FINSUPP-INDEX  W-F-FINSUPP-PRINT  W-F-FINSUPP-QRY  W-F-FINSUPP-SCAN  W-F-PAF-QRY  W-G-ORMCOI-QUERY  W-G-ORMCOI-PRINT  W-F-FINSUPP-INDEX  ***--SCD/DEPARTMENT***  B-H-ID-INDEX  B-H-ID-PRINT  B-H-ID-QRY-DEPARTMENT DOCS  B-H-ID-QRY-EQUAL OPPORTUNITY DOCS  B-H-ID-QRY-FINANCE DOCS  B-H-ID-QRY-IDENTITY DOCS  B-H-ID-QRY-MEDICAL DOCS  B-H-ID-QRY-PAYROLL DOCS  B-H-ID-QRY-PERSONNEL DOCS  B-H-ID-SCAN |
|  | **ASSOCIATE DIRECTOR**  ***PROFILE: (HDASSOCDIR)***  FMS  ~ PURSCDREQCOR  HRMS  ~ DEPARTMENT  ~ TIME  ///////////////////////////////////////////  **HD LEAD ANALYST**  ***PROFILE: (HDLEADANALYST)***  FMS  ~ PURSCDREQCOR  FMS  ~FMS\_INQ  ~FAR\_INQ  ~BAN\_CIT\_HELPDESK\_ANALYSTS  ~BAN\_WSULDAP\_INTERFACE  ~BAN\_WSUGEN\_GOATPAC\_M  STU  ~VIEWALL | H2502-H25025  H25025-H25025  H25208  ////////////////// | CIT\_HELPDESK  STU-STUDENT- C\_STU\_VREP\_SCR  FIN-FINANCE- C\_FIN\_VREP\_SCR  WSU WORKSPACE GROUP  //////////////////////////////////////////  CIT\_HELPDESK  STU-STUDENT- C\_STU\_VREP\_SCR  FIN-FINANCE- C\_FIN\_VREP\_SCR | ***FINANCE PURSCDREQCOR***  B-F-DOCS-PRINT  B-F-DOCS-  QRY-PO AND AMEND  B-F-DOCS-QRY-REQ  B-F-DOCS-QRY-REQ SUPP DOCS  W-F-FINSUPP-INDEX  W-F-FINSUPP-PRINT  W-F-FINSUPP-QRY  W-F-FINSUPP-SCAN  W-F-PAF-QRY  W-G-ORMCOI-QUERY  W-G-ORMCOI-PRINT  ***SCD/DEPARTMENT***  B-H-ID-INDEX  B-H-ID-PRINT  B-H-ID-QRY-DEPARTMENT DOCS  B-H-ID-QRY-EQUAL OPPORTUNITY DOCS  B-H-ID-QRY-FINANCE DOCS  B-H-ID-QRY-IDENTITY DOCS  B-H-ID-QRY-MEDICAL DOCS  B-H-ID-QRY-PAYROLL DOCS  B-H-ID-QRY-PERSONNEL DOCS  B-H-ID-SCAN  B-S-ID-QRY-WSU TRANSCRIPT |
|  | **HELP DESK ANALYST**  ***PROFILE: (HDANALYST)***  STU  ~VIEWALL  FMS  ~FMS\_INQ  ~FAR\_INQ  ~BAN\_CIT\_HELPDESK\_ANALYSTS  ~BAN\_WSULDAP\_INTERFACE  ~BAN\_WSUGEN\_GOATPAC\_M |  | CIT\_HELPDESK  STU-STUDENT  C\_STU\_VREP\_SCR | B-S-ID-QRY-WSU TRANSCRIPT |